

TITLE: Water Meter Repair Technician

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DEPARTMENT: Environmental ServicesREPORTS TO: PW Field Operations Supervisor or Water SuperintendentSUPERVISES: May provide lead direction to other Public Utility WorkersDEFINITION:

Maintains, repairs, calibrates, installs and tests all city owned water meters considered large and small, residential and commercial, for the purpose of ensuring accurate billing and revenue collection. Performs backflow assembly testing and performs field repairs using a mobile test trailer.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Tests the accuracy of water meters in the field using calibrated metering devices and the analysis of test results to determine the necessity of required repairs.

Schedules the testing and maintenance of all city owned water meters performing testing and maintenance on approximately half the stock each year. Provides a high degree of customer service by scheduling meter testing to minimize inconvenience to customers.

Installs temporary backflow devices and performs certified testing at new construction sites. Performs regularly scheduled testing on permanently installed backflow devices at all connections to City of Portland connections and at reservoirs and pump stations.

Directs the work of other Public Utility Workers assigned to assist in meter installation, testing and repair.

Installs, re-calibrates and repairs large and small meters involving turbines, meters, gate valves, registers, weighted checks, bearings and other parts requiring close tolerances according to AWWA Standards. (American Water Works Association) Performs field repairs using a mobile test trailer.

Maintains meter inventory, testing records, supplies and equipment.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

WORKING CONDITIONS:

Work is performed in a shop, in a mobile trailer, underground vaults and outside in varying and extreme weather conditions. Occasionally exposed to excessively loud noises from construction equipment, dust, and traffic. Employees risk physical hazard from mechanical and electrical equipment, human debris, heavy equipment, working in and around trenches, hazardous gases, fumes. Physical effort is required to perform heavy manual labor in confined and cramped spaces and uncomfortable conditions, climb ladders, bend, reach, and stand for long periods of

time. Regular lifting of objects and equipment ranging in weight from 25 to 100 lbs. is required. Subject to 24 hour call back for emergency conditions.

### QUALIFICATIONS:

#### Knowledge of:

- Tools, materials, processes and techniques of water meter and backflow device testing and repair; troubleshooting techniques.
- American Water Works Association (AWWA) Standards.
- Safety practices and procedures applicable to area of assignment.
- Safe and effective operating practices of light and heavy equipment used in assigned area.
- Electricity and electrically charged equipment and facilities.
- Computers and computer applications.

#### Ability to:

- Operate hand and power tools used in water meter testing and repair.
- Work independently or as part of a crew.
- Perform routine arithmetic calculations.
- Maintain records and inventories of equipment and parts.
- Communicate effectively and courteously with City employees and the public.
- Understand and follow oral and written instructions.
- Respond to emergencies on a 24 hour basis.
- Ability to drive a service truck with a mobile test trailer.
- Ability to work in environments requiring confined space entry procedures.
- Physical ability to perform the essential functions of the job.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

High School diploma or G.E.D. and three years of experience in meter testing and repair.

### Licenses, Certificates, and Other Requirements

Driver's license with appropriate endorsements.  
Backflow Assembly Tester Certification  
Water Distribution I Certification  
ODOT Flagger Certification  
First Aid and CPR Certification

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